



Garrison Command Newsletter

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MISSION

U.S. Army Garrison provides and maintains the installation infrastructure to:

- support power projection and training of III Corps units/soldiers;
- provide a quality living and working environment for soldiers, families, retirees, and authorized civilians;
- sustain an effective partnership with our surrounding communities;
- and support the III Corps / Fort Hood transformation process.

VISION

The Army's model power projection platform, training installation, and community. A great place to train, work, and live.

ACAP Center Is Moving

The ACAP Center, currently located in Bldg. 126 behind Rivers Building, will soon be moving to the third floor of the new Soldier Service Center, Bldg. 18010 on Battalion Ave and Hood Road. This will result in temporary curtailment of some services. Telephone numbers will not change, but there may be a slight disruption of phone service. We request your patience as we and other agencies make this transition to the new facility in the upcoming weeks. (AG)

Fort Hood Celebrates Women's History Month

Fort Hood's Equal Employment Opportunity Office (EEO) and Special Emphasis Program Committee will sponsor a luncheon on **19 March 2003 at the Fort Hood Officers' Club from 1130 – 1300** in celebration of Women's History Month.

The National Women's History Project, Department of Defense, selected "Women Pioneering

the Future" as the 2003 theme. The theme incorporates both pioneering women from U.S. history and the innovative women of today. The pioneers led and won struggles for equality and civil rights, created and advanced educational and professional opportunities, and made great contributions to the arts, sciences and humanistic causes. The women of today continue to expand the frontiers of possibility for generations to come.

The keynote speaker will be Ms. Jackie Levingston, Mayor Pro Tem of Groesbeck and President of the Texas Municipal League (TML). Ms. Levingston is the first African American woman to rise to the presidency of TML, an organization that provides a variety of services for over 1160 member cities in Texas.

The luncheon menu is Schnitzel with Hunter Sauce, German Fried Potatoes, Red Cabbage, Rolls, Ice Tea, and Coffee. Tickets are \$7.25 and must be purchased by 14 March 2003 (tickets will not be sold at the door). For more information and location on where to purchase tickets, please call the Equal Employment Opportunity Office at 287-3602. Individuals requiring accommodations due to a disability should contact the EEO Office as soon as possible.

Please join in this celebration. Everyone is invited. (EEO)

CG's Quarterly Hood Hero Awards Luncheon – 29 Apr

The next Commanding General's Hood Hero Awards Luncheon will be 29 Apr, 1130-1300, at the Fort Hood Officers' Club.

Nomination forms may be found in the Garrison Public Folders/Awards & PR/Hood Hero. Completed forms may be emailed to Eloise Soliz or Cathy Davis nlt 8 Apr.

For more information call the Strategic Planning Office at 618-7357 or 288-6372. (SPO)

Centralization of Army Personnel Databases; Health Care and Dependent Care Flexible Spending Accounts

The Office of Personnel Management (OPM) introduced the Federal Flexible Benefits Plan (FedFlex) with the implementation of the first FedFlex benefit, Health Benefits Premium Conversion (HB-PC) in October 2000.

OPM anticipates expanding FedFlex in calendar year 2003 by offering a new type of benefit called Flexible Spending Accounts (FSAs).

Under this new program, Federal employees may elect to set aside pre-tax earnings into a FSA. Employees may then use the accumulated balance to pay certain allowable out-of-pocket expenses for health and dependent care that are not covered by their insurance.

OPM is in the final stages of choosing a contractor, a Third Party Administrator (TPA), to establish and administer individual FSAs. The TPA is also responsible for setting up arrangements with payroll offices to receive the allotments from the employee's pay. Communication materials and conducting events, such as Open Seasons, are also the responsibility of the TPA. OPM has stated that the first open season for employees to enroll in FSAs may begin as early as May 2003. Following the initial open season enrollment period, OPM plans to align the FSA sign-up season with the Federal Employees Health Benefits program open season.

While it is not possible to answer questions about FSAs at this time, implementation is being closely monitored. Information will be provided as OPM releases updates and specific guidance. Several information papers and presentations regarding FSAs are available on the OPM web <http://www.opm.gov/>. Interested individuals can quickly access these

documents by utilizing the "search" feature and typing "Flexible Spending Accounts". (CPAC)

How Does Centralization Affect Employees?

History: Currently, Army civilian employee records have been maintained in ten separate, regional databases. Seven of these databases have been maintained by the five Continental United States (CONUS) Civilian Personnel Operations Centers (CPOCs) and the remaining are maintained by the three Outside the Continental United States (OCONUS) CPOCs.

What's changing? All CONUS CPOC databases are being centralized into the Army Civilian Data Center located at Rock Island Arsenal, IL. That means that the CPOCs will no longer maintain individual personnel databases. Rather, they will access the central database at Rock Island to process personnel actions. OCONUS CPOCs may centralize as early as July 2003.

Why the change? Army is consolidating many automated personnel processes to better support our customers. By having the database in one location we can more quickly and efficiently update the automated systems we use.

Impact on employees: Very little impact on employees other than specific actions that may be held up during the transition period. DCPDS will not be available to managers from 6 through 23 March 2003. All Requests for Personnel Action (RPAs) located in the CPAC or CPOC when the transition period starts, will be automatically moved from DCPDS at their Region into a new centralized DCPDS at Rock Island. The CPOCs will then have access to check the system, test the changes, and begin processing actions. During the transition period, CPOCs will be working on functions that do not require DCPDS such as classifying jobs, rating and ranking applications, processing referral lists and other actions not requiring the automated system.

What should employees do? If you have an action that is to be

effective during the transition period noted above, you should contact your supervisor, who in-turn will contact their CPAC. Arrangements should be made to either have these actions fully processed before the transition period starts or after it completes. If you have questions regarding this or any other actions that may be affected by this transition, contact your supervisor who will in-turn contact their servicing CPAC.

In case of emergencies: Should an emergency occur during the transition period, plans are in place to process such actions expeditiously. Contact your servicing CPAC for details. Notifications of Personnel Action will be created and provided to payroll as needed. Actions will be processed in DCPDS once the system is operational.

Impact on the ABC-C: ABC-C operation will be normal to customers. Transactions will be created; however, they will be held in pending status until DCPDS is operational and all processes have been run successfully. During the transition period, customers and counselors can view their actions in the projected areas of the Interactive Voice Response System / Employee Benefit Information System (IVRS/EBIS) system. Information in IVRS/EBIS for CONUS employees will be as of 6 March 2003. Processing of retirement packages will be normal. Processing of RPAs effective 6 March or later, information flow to payroll and error resolution will be suspended until DCPDS is operational, March 24. OCONUS Operations will remain normal for the ABC-C. (CPAC)

Web Based Referral Access

Managers, have you received a referral list for your vacancies and noticed a change? Referral lists are now web based. You will receive your referral list through your Army Knowledge Online (AKO) account. If you do not have an AKO account you will need to get one. You can have your AKO email forwarded to your normal email account. However, to make a selection you will need to be in AKO. If you have any problems making your selections, contact your

servicing specialist at the Civilian Personnel Advisory Center. (CPAC)

Strategic Planning- Failing to Plan or Planning to Fail

Strategic planning determines where an organization is going, how it's going to get there, and how it knows if it got there or not. Simply put, strategic planning helps an organization focus its energy on doing a better job, ensures that everyone is working toward the same goals, assesses and adjusts the organization's direction as changes occur within the environment. The process is about setting goals (choosing a desired future state whether in the short or long-term), and hedging a path to achieve those goals. The process also calls for a certain order and pattern to keep its focus and be productive, and provides a way to make decisions and determine actions about what to do, why to do it, and how to do it. While it's not possible for an organization to do everything that needs to be done, strategic planning implies that some decisions and actions are more important than others, and that true strategic planning lies in making tough decisions about what is most important to achieve success and keeps senior leaders "on the same sheet of music". Senior leaders aren't the only members of the organization who should be concerned about strategic planning. For the process to be successful, it requires everyone's participation including line managers and employees. Most managers spend most of their time "fighting fires" to fend off everyday problems. It may be difficult for them to stand back and take a hard look at planning for the future by determining what to do and how to do it. But can they afford not to do it? Do the words themselves intimidate managers? Well "strategic planning", is nothing more than a series of small steps that keep an organization doing things right to head in the right direction. Executing these small steps or action plans helps managers focus on continually improving their operational processes, productivity, and customer satisfaction through the performance of their employees. The key here is

empowerment. When employees are empowered, they carry out the action plans and truly effect strategic change within the organization.

Strategic planning is not a passing trend. It means that we must anticipate the dynamics of a changing environment and make the best decisions now in the present. So you haven't done any strategic planning lately or don't know what it is? Are you failing to plan or planning to fail? You can't afford to wait. Start simple, but at least start. (SPO/618-7359)

Fort Hood Family Housing (FHH) Ribbon Cutting Ceremony –

A ribbon cutting ceremony celebrating the grand opening of the



new homes being built by FHH was held at the new

housing area in Kouma Village on 18 February 2003. Guest speakers included the Honorable Chet Edwards, Mr. Kevin Cooper representing the Honorable Kay Bailey Hutchison, LTG Thomas Metz, Commanding General, III Corps and Fort Hood, COL William Parry, Garrison Commander, Fort Hood, Mr. Peter Koziol, Chief Executive Officer, Actus Lend Lease, and Mr. Donald Spigelmyer, Program Director, RCI, Dept of the Army (not present).

Kouma - The park in the western portion of the new Kouma housing area has been completed along with the associated pavilion and landscaping. Site work in the remainder of Kouma is nearing completion. Fences are being installed and have been completed on 42 of the 224 new homes. Landscapers have been busy installing trees, shrubs, and plants, and are currently at 80% completion. A model home is now open in Kouma at Quarters 48410-2.

Montague Village - Construction remains on schedule on the new homes in Montague Village. Homes are taking shape as framing is

complete on 66 of 146 dwelling units. This new housing area will be a popular place to live with its wooded areas and creek.

Comanche IV - Site work is commencing for 326 new housing units in Comanche IV. KISD has received bids for the new middle school and elementary school to be built in Comanche IV. It is anticipated that construction of the middle school will begin in early March 2003 and shortly thereafter for the elementary school. (DPW)

Peanut Butter and Jelly Management

What a unique idea for a book written by Chris and Reina Komisarjevsky! This team of authors recognizes that "peanut butter and jelly management" is the perfect term to link what happens in the home, bringing up children, to what happens in the workplace, leading adults. They see that raising kids and managing adults call for many of the same skills and attributes. In this article and a few future articles, I will provide quotes from their book that hopefully will stimulate your thoughts, interest and participation in the **Army Suggestion Program**.

This couple has 10 children and chapter four focuses on teamwork. The children were out of school for the day and "nonstop play was their agenda." You know the scenario. The children play outside all day and when it's time to come in for the evening, no one wants the responsibility for putting away the skates, bicycles, etc. As a last resort, the children team up and each one pitched in for the apportioned part. The writers compare that teamwork to the workplace with the following points:

"Teamwork—there's nothing quite like it. Under the most demanding of circumstances, when everyone seems to be too tired to go on, unappealing tasks and even those, which might seem otherwise insurmountable, can be tackled successfully.

The power of people operating as a team—with trust and partnership—is remarkable. Many people first think of sports when they think of teams,

but successful businesses are invariably made up of successful teams. Keep in mind.....To build a strong team, do the following:

- *Focus on teams rather than 'stars'.*
- *Be a teammate yourself.*
- *Develop a framework of trust.*
- *Create common objectives.*
- *The team will become stronger because of the individual, while the individual will be able to accomplish more because of the support of the team.*
- *Think of yourself as a teacher.*
- *Create a dialogue, invite other points of view, accept criticism, and when it comes, don't take it personally.*
- *Use your incentive compensation plan to reinforce everyone's responsibility in helping to reach the organization's goals.*
- *Never stop talking about teams.*

The **Army Suggestion Program** encourages suggestions from both individuals and teams. Get with your team members, determine what needs to be improved, write it up and submit your suggestions today. Together, we can make a difference. (Ms. Soliz, 287-IDEA). (SPO)

Do You Need Funds?

Do you have a great project that will make your operation more efficient and effective, but need seed money to get it off the ground? **The Productivity Enhancement Program (PEP) may be your solution.**

DA has a great program to provide you funds to implement your **innovative** ideas that generate a **quick return on investment!** The SECARMY's Productivity Enhancement Program (PEP) provides funds for organizations, to implement good ideas that make you more efficient and perhaps can be **shared across Army**.

The PEP applies to all Army organizations (TDA and TOE unit but not non-appropriated fund activities,

unless the proposed investment results in savings of appropriated funds).

There is a **\$100,000 cap** per project.

Please submit your PEP proposals to the Strategic Planning Office **by 5 Mar 03** (this date is flexible). SPO will screen and review proposals for completeness and policy compliance prior to submission to higher HQ.

With all of the creative and innovative work that is taking place at Fort Hood, PEP provides a great way to fund our projects!

PEP application instructions can be accessed via the Leading Change Website, or <http://www.hqda.army.mil/leading-change/PEP>.

If you have any questions please call Kathy McPherson, 618-7352! We are here to assist you in preparing your proposal and obtaining PEP project funding! (SPO)

Centralized Resumix Is Here!!!

What does this mean to me? The Department of the Army now has one standard process for submitting resumes through RESUMIX and they now go to **one centralized location!!!** Applicants are now able to apply through RESUMIX for any civilian positions located in the Continental United States and Europe with the Department of the Army by submitting only one resume. This process now also applies to all Career Program jobs that were filled thru Easy Access. Careerist must submit a resume to RESUMIX to be considered. All resumes maintained by the Civilian Personnel Operating Centers (CPOCs) in the Continental United States have been transferred to one central database.

Key Items of Interest:

- One resume will be on file for all centralized regions.
- Resumes submitted through the Army Civilian Resume Builder (<http://www.cpol.army.mil>, click on *Employment*, and click on *Army's Resume Builder*). After completing your resume in the Army Resume Builder you will still need to send your resume. You will click on a

CPOC region that you want to be considered in. By clicking on any of the regions except Korea or Pacific, your resume will flow to the Central Database. If you click Korea or Pacific your resume will flow to that CPOC for processing. Resumes submitted through the Army Resume Builder will automatically flow into RESUMIX. This is the fastest way to get a resume into the centralized referral database. Applicants who choose to submit their resume via email or hard copy rather than through the Army Resume Builder may experience up to a 10-day processing delay before they are entered into the RESUMIX.

- A new resume must be submitted after an individual has accepted a permanent position. This does not apply to temporary promotions or temporary reassignments.

- For those locations that utilize self-nominations through the Vacancy Announcement Board (<http://www.cpol.army.mil>, click on *Employment* and click on *Army's Vacancy Announcements*) will be posted automatically to the centralized referral database with on-line confirmation.

- ANSWER. (<http://www.cpol.army.mil>, click on *Employment* and click on *ANSWER*) will be the method for applicant notification. It is an on-line system for applicants to access information about their resume and referral status. Additionally, ANSWER will allow applicants to view and edit their resume and supplemental data information on line!!

- Resumes for current permanent Department of the Army employees will be inactivated only when you accept a permanent offer resulting from a RESUMIX referral, retire, resign, or provide false information.

- Resumes for all other applicants will be inactivated when you accept an offer resulting from a RESUMIX referral, 12 months after receipt of resume, or you provide false information. (CPAC)

A Renewed Interest in ICE

Since the Garrison started it's Interactive Customer Evaluation (ICE) system last April, our progress in adding new services has been erratic. By that I mean a Directorate would have a few new services added to the system followed by one or two months when no services would be added. During the month of February several new system users have joined and have been both impressed with the system and amazed at the agility of the system.

The system is indeed impressive. It is easy for our customers to use and the comment cards are available where ever an Internet capable personnel computer is located. Once a comment card is submitted to the server, it is delivered to the manager of the service. This real time feature and the readily available statistics make ICE valuable for the time and cost savings benefits. No longer do organizations have to have comment cards printed, no longer does an employee have to spend time reading, compiling the results, working up the statistics, all time (\$\$\$\$) consuming activities. ICE is just good!

Perhaps the best feature of ICE is the ease in which changes to the comment cards are made. This week I trained three people on the features of the system and how to make the changes. We covered how to add questions, remove questions no longer needed, how to place special announcements on the comment card, and others. This was accomplished in less than two hours. These individuals then returned to their organization, did their own demonstration and gained the approval to implement the system.

Yes, ICE is really that easy for our customers to provide feedback, that easy to manage, and the cost to us for the server, the service, and use of the system is nothing except the time needed by the service managers to answer the comment cards and make the changes they need do to their changing situation. (SPO/618-7351)